

HOUSING AUTHORITY OF THE TOWN OF WETHERSFIELD
MINUTES – REGULAR MEETING
October 17, 2016

The Regular Meeting of the Board of Commissioners of the Housing Authority of the Town of Wethersfield was called to order at 6:30 p.m.

Commissioners Present:	George Kelly Michael Wrona Stephen Kirsche Mary Pelletier Levi Ofori
Commissioners Absent:	none
Others Present:	Cathy K. Forcier, Executive Director Susan Sullivan, Devlin resident Carol Stewart, Devlin resident Sandra Barriga, Devlin resident Ben White, Devlin resident Elizabeth Smith, Devlin resident Lydia Gerz, Devlin resident

Approval of Minutes:

Commissioner Kirsche moved to approve the minutes of September 19, 2016; seconded by Commissioner Pelletier. Commissioners Wrona abstained. All other Commissioners voted in favor. So moved.

Communications:

Bradley, Foster & Sargent – September 30, 2016

Executive Director's Report:

The Executive Director presented the following reports to the Commission: Maintenance, Finance, Tenant Selection and a Personal Report.

Commissioner Kirsche moved to approve the bills list for September; seconded by Commissioner Wrona. All Commissioners voted in favor. So moved.

Unfinished Business:

Updates.

2015 CHAMP 6: Westfield Heights. Replacement of selected sidewalk slabs began on October 4 and will be completed by the end of October. The replacement of interior doors are ongoing. Medicine cabinets are on order. After the sidewalks and driveways are complete and all change orders are accounted for we will spend the remaining funds on the installation of sump pumps. There should be enough for 10-11 buildings. These items will complete the project with the exception of lighting. Lighting materials are on order and installation should begin by the end of October.

CDBG Application. James Devlin Rehabilitation Project. Replacement of kitchens began on September 26 and were complete by October 12, 2016 with the exception of one that was delivered damaged. Next is be replacement of bathroom floors to be complete in two weeks. Hot water heaters are almost all done. Other items are running on their own schedules: painting of the entire unit, installation of a floating floor with vinyl plank materials, closet doors and exterior doors. The project should be complete by mid-December.

PILOT for MR. Discussion was held regarding negotiating a long term agreement with the town

Review of Alarm System Invoices. Discussion was held regarding the number of service calls and whether a subcommittee of the board should look into the cost of a replacement system.

Commissioner Wrona moved to move the Public Comment agenda item above New Business and to move it on the agenda to after Approval of Minutes moving forward; seconded by Commissioner Kirsche. All Commissioners voted in favor. So moved.

Public Comment:

Sue Sullivan asked for copies of the invoices for service calls on the alarm system. She also asked if the radio is off all the time in the administration building. She asked about two components on each building related to the alarm system. She stated she is concerned as the notification for painting the units states that furnishings will be moved to the center of the room and covered while painting and she asked where as she “lives in the middle of her room”. She said paint was splattered around in the bathroom. She also expressed concern about the contractor moving her lowboy and how it would be done. She stated the office staff are not available. She reported there was an error in the kitchen cabinets and drawers are narrow and shallow. She stated on the first day two tenants walked into her apartment when they had no reason. I asked if she was home and she did not reply.

Elizabeth Smith stated she's been a resident for two years and remembers when this complex was built. She said she talked to other residents who have lived here 10-12-17 years and this is the first major renovation. She said she's very happy because she's getting an almost new home. She said she enjoys living here. She asked about a reconnect fee for cable. She did note that the new front door will have less window space and less light coming in. She also asked about the medical pull cords and what happens if she falls in an area without the cords. She also asked if a Devlin resident is on the board of commissioners.

Lydia Gerz stated some areas have been painted more than once. She says she's concerned about theft as she's staying at her mother's house. She said neighbors told her someone had missing medication and someone else missing valuable jewelry. She said things have been moved in her apartment where they don't make sense. She said her door was left open. She asked about the painting notice for 10/28. Note that maintenance staff and contractors were asked about these reporting missing items and no tenant has reported this to anyone.

Ben White told the board that his stay here has been phenomenal. He said he has the most number of compliments to staff and contractors. He said they are doing an awesome job with the renovations and he's very thankful. He said staff including Steve, Kathi and Kate should be given kudos on the great job they are doing.

Sandra Barriga stated she had just received a notice regarding closet doors and the hot water heater. She said she couldn't be ready. She was assured it would be rescheduled. Note she reported to Steve the next morning that she was, in fact, ready.

Carol Stewart stated there was a large number of young disabled people with a variety of problems. She said she has a hard time with it but some of the stories are just fiction. She said you need to consider the source. She also noted the new doors were safer than the old doors because of limited glass and more energy efficient.

New Business:

Detailed Review of Financial Reports. Some discussion was held on the need to review reports with this accounting system or whether it should wait a few months until the new accounting system is being used and new reports are presented. This will be placed on the agenda for a future meeting.

Quarterly Police Activity Report – The report was not sent by the police department after three requests.

Review of Standard Cooperation Agreement. Discussion was held regarding the modifications to the sample to be appropriate to present to the town. The Executive Director will prepare a draft at the November meeting.

Capitalization Policy. This policy was presented for review as it is required to prepare for the change in accounting systems. The board recommended the Executive Director have the auditor review it.

Write-Off of Uncollectible Accounts Policy. This policy was presented for review as it is required to prepare for the change in accounting systems. Commissioner Kirsche moved to approve the policy as presented; seconded by Commissioner Pelletier. All Commissioners voted in favor. So moved.

Commissioners' Comment:

Commissioner Ofori asked what the lockup procedure was when staff is not present. Ms. Forcier noted the contractor worked on Columbus Day but the Maintenance Crew Leader was on site all day.

Adjournment:

Commissioner Wrona moved to adjourn the meeting; seconded by Commissioner Ofori. All Commissioners present voted in favor; so moved. The meeting was adjourned at 8:15 p.m.

Respectfully submitted,

Cathy K. Forcier
Secretary/Executive Director

